



BRAKE-ING NEWS

OCTOBER 2003

COMMERCIAL DRIVER TRAINING SCHOOLS NEWSLETTER

Newsletter to improve communications

This newsletter is intended to provide information to school owners and instructors regarding the commercial driving schools program.

We feel that this will be an excellent communication tool in getting pertinent information out to all school owners and instructors.

Included will be questions and answers to issues that either you bring forward to the program or direct information concerning any program changes in policy, procedures and rules.

Let us know what you'd like to see and hear more about in this newsletter. It is a work in progress and we hope that it will become a



valuable tool for all school owners and instructors to use as a way of sharing information.

We can't give you what you want if you don't tell us what you need!

Contact us at tse@dol.wa.gov.

School location code numbers are important

Do you know your school location code number?

All schools are assigned a location code number when their original certificate is issued. This number is what is used as the validation sticker on Traffic Safety Education certificates that you issued to a student once they have completed the course

requirements.

When referencing your school, whether it be in correspondence, branch applications, instructor course requests, or student course completion reports, please include your location code number next to the name of your school. This will assist us in immediately identifying which location you are referring to.

Changes in inspection process announced

There have been some changes in the way we do business!

Now when an initial inspection (new school) or an annual inspection is completed, you will need to provide the following documents for the License Service Representative (LSR) to collect and turn in with the review form:

- A copy of the current insurance policy
- A copy of the vehicle registration for all vehicles used at the location
- A copy of the current local curriculum used by your school
- A copy of the flow chart
- A copy of all student forms used

In addition, all unused Traffic Safety Certificates should be available for the LSR to account for.

Signed photocopies of student course completion reports need to be mailed in by the 10th of each month. Remember, the signed **original** will be mailed in when all the students on the report have been issued certificates.

Keep a copy of the reports at your school for the LSR to view during the inspection process to insure accountability of certificates.



What is the Advisory Committee?

The Commercial Driving School Advisory Committee was established to advise and confer with the director or the director's representative on matters pertaining to the establishment of rules necessary to carry out Chapter 46.82 RCW, Driver Training Schools.

The Committee consists of a representative of the driver training schools, a representative of the driving instructors (who shall not be from the same school as the school member), a representative of the Superintendent of Public Instruction, a representative of the Department of Licensing, and a representative from the Washington State Traffic Safety Commission. Members are appointed for two-year terms.

The Advisory Committee is required to meet semi-annually and shall have additional meetings as may be called by the director or

the director's representative.

There is currently one opening on the CDS Advisory Committee for the Instructor position. Jim Ervine has been in an acting capacity during the absence of Robert Sheridan. Mr. Sheridan has officially resigned from the committee.

Application packets will be sent to all schools giving instructors the opportunity to apply to serve on the committee for the remainder of the term that will end on November 1, 2004.

Upcoming Meeting Dates and Locations for Year 2003:

November 20, 2003
10:00am – 12:00pm
Highways Licenses Building
Olympia, Washington

Did you know?

- There are currently **158** certified commercial driving schools, and **546** certified commercial driving school instructors in Washington State. In addition, there are currently **32** pending applications for new commercial driving instructors, and **13** pending applications for new commercial driving schools.



- The Department of Licensing has issued over **65,000** traffic safety education certificates since July 2002.
- The average time for processing a background/fingerprint check for new driving school instructor applicants is 5-6 weeks.
- Students may obtain a driver's permit *one week* prior to the start of their traffic safety education course.
- Every five years commercial driving school instructors are required to successfully complete the Commercial Driving Instructor exam (knowledge only portion) with a passing score of 90% or better.

New information on DOL website

Check out the improvements to our website at www.dol.wa.gov, under the "Drivers" button. Commercial Driving School and Instructor application packets are now available online, and links to information regarding Traffic Safety Education have been added.

Got Brochures?

Send us a copy of your advertising brochures, we'd love to see them!

Advisory Committee members

Department of Licensing
Paula Peretti, Program Manager
Driver Training Schools
PO Box 9030
Olympia, WA 98507-9030
Phone: 360/ 902-0110
Fax: 360/ 570-4976
e-mail: tse@dol.wa.gov

Traffic Safety Commission
Monica Petersen-Smith, Program Manager
1000 South Cherry Street
Olympia, WA 98504-0944
Phone: 360/ 664-3192
Fax: 360/ 586-6489
e-mail: Mpetersen@wtsc.wa.gov

Superintendent of Public Instruction
Dave Kinnunen
Traffic Safety Education
PO Box 47200
Olympia, WA 98504-7200
Phone: 360/ 725-6125
Fax: 360/ 586-6124
e-mail: Dkinnunen@ospi.wednet.edu

School owner representative
Tom Harris, Regional Director
Sears Driving School
903 5th Avenue #103
Kirkland, WA 98033
Phone: 425/ 889-8778
Fax: 425/ 889-8999
e-mail: tkharris@foxinternet.net

School instructor representative
Jim Ervine, Acting Representative
Munro's Driving School
619 West Division
Mount Vernon, WA 98273
Phone: 360/ 336-6801
Fax: 360/ 336-5719
e-mail: mdi@cnw.com

All terms expire November 1, 2004.